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Job Announcement Number:
 LV-R9-DE-2015-0005

Control Number: 396912800

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Job Title: Environmental Protection Specialist, GS-0028-09/11

Agency: Environmental Protection Agency

Job Announcement Number: LV-R9-DE-2015-0005

SALARY RANGE: \$57,302.00 to \$90,129.00 / Per Year

OPEN PERIOD: Monday, March 9, 2015 to Friday, March 27, 2015

SERIES & GRADE: GS-0028-09/11

POSITION INFORMATION: Full-time - Permanent

PROMOTION POTENTIAL: 12

DUTY LOCATIONS: 1 vacancy - San Francisco, CA [View Map](#)

WHO MAY APPLY: Any U.S. citizen may apply.

SECURITY CLEARANCE: Public Trust - Background Investigation

SUPERVISORY STATUS: No

JOB SUMMARY:
[About the Agency](#)

This position is located in Region 9 Superfund Division, Land Partnership, Revitalization & Clean-up Branch, San Francisco, CA.

For more information on this office, visit their website:

<http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>

TRAVEL REQUIRED

- Occasional Travel
- Overnight travel 1-5 days per month if needed.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. citizen.
- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.
- You may be required to travel 1 to 5 days per month.

DUTIES:
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You will spend less than 25% of your work time on contracts, grants/cooperative agreements, and/or interagency agreements.

At the entry level of this position, you will:

Work with a Site Team to identify communication needs and develop informational materials that inform appropriate organizations of Agency policies, services and activities.

Demonstrate speaking the Navajo language to engage and provide input with the Navajo communities to plan, coordinate, and evaluate the effectiveness of environmental programs.

Devise plans and procedures to accomplish organizational goals and objectives.

Provide assistance to State and Local government and communities on matters relating to environmental cleanup programs including Comprehensive Environmental Response, Compensation and Liability Act. (CERCLA).

Use analytical methods and techniques on a wide range of environmental protection, management or related administrative support issue and function to make recommendations in resolving problems, proposed approaches or take other course of action to promote the accomplishment of program objectives.

When entering a Federal job at a grade level lower than the highest promotion potential level, you may be promoted to more complex duties and work more independently, as your career progresses.

QUALIFICATIONS REQUIRED:[Back to top](#)

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-09 level, you need to have at least one year of full time experience at the GS-07 level defined as experience working with Tribal, vulnerable or under served communities to implement environmental programs; and experience preparing written correspondence, documents, reports for internal and external parties; - OR master's or equivalent graduate degree; or 2 full years of progressively higher level graduate education leading to such a degree; or LL.B. or J.D., if related; degree in any academic discipline.

To qualify for the GS-11 level, you need to have at least one year of full time experience at the GS-09 level defined as experience working with Tribal, vulnerable or under served communities to implement environmental programs; and experience developing and implementing communication and outreach strategies; - OR Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher level graduate education leading to such a degree; or LL.M., in any academic discipline.

In addition to the experience and/or education described in this announcement, you must also have the following to be qualified for this position: The ability to speak fluently in both English and Navajo as interviews will be conducted in both languages.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Knowledge of the principles, practices and theories of environmental protection programs.

Ability to communicate effectively in writing.

Ability to communicate orally and in writing in Navajo Indian language and translate from English to Navajo and vice versa.

Ability to work with other of diverse backgrounds and/or cultures.

Ability to coordinate and develop strategies to accomplish organizational goals and objectives.

Knowledge of environmental statutes, regulations and policies.

Ability to analyze and summarize data.

Skilled in identifying and resolving problems.

If you are selected, you must complete a one year probationary period.

This position is designated as Moderate Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position. You are being evaluated under the category rating method which means, if you are determined to be qualified, you will be placed into the Best Qualified, Well Qualified, or Qualified Category.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your

qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

BENEFITS:[Back to top](#)

You can review our benefits at:

<https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=58561>

OTHER INFORMATION:

This position is in the bargaining unit.

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:[Back to top](#)

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

--Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.

--Responses to the on-line assessment questionnaire.

-- College transcripts - if qualifying for this position based on education or a combination of experience and education, you are required to submit either unofficial transcripts or a list of courses that includes school(s) attended, school address, course title, grades earned, completion dates, department, and quarter or semester hours earned. EPA and non-EPA applicants must submit transcripts/course listings.

--Veterans' Preference Documents - DD-214 Member 4 copy, VA Letter, and SF-15, if applicable; active duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service.

--Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.

Additional information can be found on our web site:

http://epa.gov/ohr/ezhire/vacancy_requirements.htm

AGENCY CONTACT INFO:

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Agency Information:
Environmental Protection Agency
US Environmental Protection
Agency
Human Resources Management
Division
4220 S. Maryland Parkway, Building
A, Suite 100
Las Vegas, NV
89119-7528
US
Fax: 702-798-2416

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

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